

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Financial Officers  
State Departments and Agencies

**DATE:** March 26, 2002

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT: NEW RI-SAIL REPORTS**

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Two new reports are now available in RI-SAIL. One is entitled "Quick List AP Transactions" the other is entitled "Budget Comparison and Funds Availability".

The "Quick List AP Transactions" report is the equivalent of Statement B in the legacy system. This report summarizes payment transactions that have been approved by the Accounts Payable Section of the Office of Accounts and Control (4IA and 4IP status transactions).

A user can produce the "Quick List AP Transaction" report for all AP transactions in 4IA (approved for payment by Preaudit) and 4IP (paid) status originally entered in the RI-Sail AP module.

The "Quick List AP Transaction" report can be used to list all 4IA and 4IP transactions based on the on the following criteria:

- Transaction Date
- Account Code
- Document Type
- Document Number
- Vendor

Multiple criteria can be selected as well as the "percent sign" wildcard symbol can be used when doing an inquiry for Account Code and Document Number information.

The "Budget Comparison and Funds Availability" report is the equivalent of Statement A in the legacy system. This report summarizes the amount budgeted, expensed (4IA and 4IP status transactions), encumbered (purchase orders "sent" to vendor) and pre-encumbered (open purchase requisitions) by natural account number.

The navigation path to these reports is as follows:

- Click on the REPORTS icon on the BUYSPEED homepage;
- Click on the drop down button on the STANDARD REPORT SELECTION LIST window;
- Click on CUSTOM from the drop down menu then double click on the “QUICK LIST AP TRANSACTION” report or on the “BUDGET COMPARISON AND FUNDS AVAILABILITY report;

A user can produce report the “BUDGET COMPARISON AND FUNDS AVAILABILITY report for:

- All account numbers and natural accounts within his/her agency;
- Several appropriation line items; for several account numbers limited by the same natural account; or
- A specific account number and natural account combination by using the “percent sign” wildcard symbol in the appropriate location of the code combination sequence when doing an inquiry.

Please contact the RI-SAIL Help Desk with any questions or problems with this report.

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CFO: 02-40